



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EQUAL EMPLOYMENT OPPORTUNITY OFFICER	37	B	7.507

DEFINITION OF CLASS:

Under general direction, assists in the development, implementation and evaluation of statewide equal opportunity and affirmative action programs. Responsibilities include the collection and evaluation of EEO reports, AA plans and production of analytical reports with recommendations to the EEO Director and/or agency Director.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Develops and presents training programs in the areas of equal opportunity and affirmative action.

Develops and implements statewide EEO/AA programs, including plans of action, and prepares progress reports; aids departments in their overall development of goals and objectives; and monitors progress and prepares reports for the EEO Director and department directors.

The EEO Officer prepares special reports to federal agencies such as the Federal Highway Administration. Provides reports to the Personnel Department, and monitors special EEO counseling programs.

The EEO Officer investigates complaints and makes recommendations for resolution; maintains liaison with various community groups; and establishes liaisons with various enforcement agencies.

Conducts outreach recruitment by developing a system that provides the capabilities to reach and attract job candidates from female, handicapped and ethnic groups.

Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of state personnel rules and regulations that impact EEO/AA. Knowledge of principles and practices of public personnel management including recruitment, examination, selection, and classification. Knowledge of state policies and procedures related to EEO/AA and personnel. Knowledge of state departments, divisions and sections and their respective objectives.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of EEO laws and regulations. Knowledge of AA policies, programs and plans. Knowledge of employment selection criteria and qualifications to evaluate artificial barriers to employment. Knowledge of effective communication skills.

Skill in analyzing statistical data and preparing and presenting reports on employment of protected group members. Skill in identifying problems and offering practical solutions. Skill in conducting ADA, EEO and AA training programs. Skill in developing comprehensive AA programs for all state agencies.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from an accredited four year college or university in public administration, personnel administration, business, psychology or related area and three years of experience in AA planning, EEO compliance monitoring and reporting; OR

II

An equivalent combination of education and experience.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>7.507</u>
REVISIED:	11/13/87
	07/01/93P
	09/24/92PC